

EVANSVILLE, WI

Municipal Services Director - Position Announcement



A central point between Madison and Janesville in south-central Wisconsin. Residents love the convenience to regional, as well as local, employment options and affordable, high quality of life.

“Best City for Young Families” according to Nerdwallet.com

Fastest growing Community in Rock County

Fiscally responsible leadership balancing the cost of investment in infrastructure to the long term goals of growth and community need

Recently upgraded bond rating to AA- by Standard & Poors

Department Overview

- Department operational budget of \$9 million, w/ \$5.35 million for electrical supply
- Electric, Water and Sewer Utility
- Urban Forestry and Yard Waste Collection
- Road maintenance and snow removal
- Parks, cemetery and public grounds maintenance
- Stormwater management and maintenance
- 15 FTE and 6 PTE/Seasonal staff
- Contracted services for electrical and civil engineering/design
- Contracted service for curbside refuse and recycling collection



Applications due by 12:00 pm on June 30th, 2023
Interviews week of July 10th, 2023

Ideal Candidate

The City of Evansville is seeking somebody who understands the functions of the whole department. The candidate is not required to be an expert in one or a few fields of municipal service. This candidate will improve the production and efficiency of the department through planning, delegation, trainings and management. The candidate must be somebody that can work with and listen to members of the public, resolving issues in a calm and fair manner.

The candidate should be able to inspire and motivate staff to do their best. When staff need to improve, the ideal candidate will work on elevating the employees to their highest potential. Always, the ideal candidate must conduct themselves in a professional manner.

Leadership Qualities

Lead and motivate with integrity and honesty.

Work collaboratively with other City departments and department personnel to achieve productivity targets.

Be flexible to the individual needs and personalities of subordinates, members of the public, customers, and other staff, while keeping continuity of City policies, rules, and procedures.

Be an active participant in all Department Head and Municipal Services Committee meetings, and attend Common Council and other city meetings as required.

Find the individual strengths and weaknesses of subordinates, provide training and give guidance to maximize the employee's potential. Document this year long process in annual reviews of department staff with Forepersons.

Document events and take actions of discipline when necessary.

Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations and service improvements, including but not limited to customer concerns and regulatory compliance.

Foster and participate in an environment of rewarding increases in knowledge of the industry, best practices and forward-looking technology.

Create a culture of one department with many unique parts.

Future of the Department

Through leadership, planning and resourcefulness, continue uniting the Public Works, Water & Electric crews within the Municipal Services Department.

Oversee the conceptual planning of new Municipal Services Campus project into a plan of action.

Work with City Administrator on a realistic 10 year capital plan for all roads, sewer, electric and equipment replacement.

Provide leadership to keep staff engaged and active in job development within the department.

Find operational efficiencies through joint equipment, training and other means of sharing internally and externally.

Work hard to create a progressive and creative marketing strategy to engage the community with the department's activities and tasks

Be a part of the City's economic development activities in the recruitment and retainment of business and industry.

Community Data

Local Population: 5,703

Regional Population: 648,404

Website: www.ci.evansville.wi.gov





Evansville WI -Municipal Services Director

Communication Abilities

Be approachable and able to communicate effectively with city engineers, contractors, developers, other utilities and vendors to ensure expected quality standards and timelines are met.

Effectively able to report on project progress or work expectations via written and verbal communication.

Be timely and responsive to concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.

Ensure the needs of other departments are met through collaboration. Working with Community Development and Building Inspection on sidewalk repairs or the Police Department on road closures; planning and coordination is critical.

Administration Abilities

Adhere to federal, state and local standards for operations of the department. This includes municipal personnel policies and Smart Growth Plan.

Able to monitor and balance budget throughout the year.

Record, file and organize documents showing the activities of the department.

Safety checks/training regularly completed and documented.

Education and Experience

Ten years of experience in project management, wastewater, roads, stormwater, water, electric or other utility through internship, labor, supervision, education or other method for understanding of operations is required in lieu of formal education in civil engineering, construction management or similar discipline. A candidate with electrical engineering certifications and degrees is preferred. Less experience required with added formal education.

At least five years field experience as and hold a Journeymen's certification.

BA/BS in public administration, construction management, business administration, civil engineering or related field is preferred, but not necessary with relevant work history.

Three years of leadership, supervision or management experience preferred as a means to gain general experience and knowledge in human resources.

General knowledge of preparing, monitoring, following or administering a budget preferred.

Work Environment

Generally supervise employees' work within the Municipal Services Department. This may include occasionally working or monitoring work conducted in the same working environments described in other position descriptions.

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Compensation and Benefits

- Salary \$99, 423.50 - \$107,853.58
- Healthcare coverage under Wisconsin Employee Trust Fund Plan
- Dental, Life, and Income Continuation Insurance
- Employee Family Resource services
- 8 Holidays and 4 Floating Holidays
- Longevity Bonus
- Vacation and Sick Time
- Wisconsin Retirement System (WRS)
- Continuous Education Opportunities

Application Process

Send Application detailing relevant job experience, cover letter, resume, 5 work references and 7-year salary history.

Email to: melanie.crans@ci.evansville.wi.gov

Mail to: [Municipal Services Director Search](#)
PO Box 529
Evansville, WI 53536

Resources

Detailed Job Description:

http://www.ci.evansville.wi.gov/city_government/human_resources/job_descriptions.php

Employee Manual:

http://www.ci.evansville.wi.gov/city_government/human_resources/

Wisconsin ETF and WRS: <http://etf.wi.gov/>

Discover Wisconsin:

<http://discoverwisconsin.com/video/janesville-evansville/>

Economic Development Video:

<https://vimeo.com/233776640>

Chamber of Commerce:

<http://evansvillechamber.org/>

**All submissions must be received by
12:00 pm on 06/30/23**

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City of Evansville is an Equal Opportunity Employer